

State of Rhode Island  
Department of Administration

# INTER-OFFICE MEMORANDUM

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## Office of Accounts and Control

**TO:** Chief Payroll Officers **DATE:** June 4, 2003  
**FROM:** Lawrence C. Franklin, Jr., State Controller  
**SUBJECT:** Payroll Sign-Off for P/R #26 Ending June 28, 2003

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This memorandum is to advise you that July 4, 2003 is a regularly scheduled payday for state employees. My office is planning to complete payroll processing so that payroll checks are printed for distribution, and direct deposit is effective, on Thursday, July 3, 2003.

To ensure a timely processing of the payrolls, you will be **REQUIRED** to “sign off” on all payrolls **no later than 2:00 PM on Monday, June 30, 2003.**

Payroll accounts can be transmitted on Friday, June 27, 2003 for agencies that have few exceptions.

The cooperation of each department and agency to adhere to the above schedule would be greatly appreciated.

/hh  
CPO:03-18